

# Job Seeking Skills Workshops

## June 2014

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for  
reserved seating.  
Walk-ins  
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

June 2	1:00 PM–3:30 PM
June 5	9:00 AM–11:30 AM
June 9	1:00 PM–3:30 PM
June 16	1:00 PM–3:30 PM
June 19	9:00 AM–11:30 AM
June 25	1:00 PM–3:30 PM
June 30	1:00 PM–3:30 PM

#### INTERVIEWING SKILLS:

June 2	9:00 AM–11:30 AM
June 9	9:00 AM–11:30 AM
June 12	1:00 PM–3:30 PM
June 16	9:00 AM–11:30 AM
June 25	9:00 AM–11:30 AM
June 30	9:00 AM–11:30 AM

#### \*OPEN RESUMÉ AND INTERVIEW LAB:

June 6	9:00 AM–11:30 AM
June 20	9:00 AM–11:30 AM

#### NETWORKING STRATEGIES:

June 5	1:00 PM–3:30 PM
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#### \*LINKEDIN #1:

June 11	9:00 AM–11:30 AM
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#### RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

#### INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

#### OPEN RESUMÉ AND INTERVIEW LAB:

Come prepared and dressed for a mock interview and get additional resumé help.

*\*Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.*

#### YOUR WORKPLACE SKILLS & JOB SEARCH:

Use online tools to discover valued workplace skills, job-searching and social media sites and places to research companies. *\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

#### LINKEDIN #1:

Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.